

**THE ORDINANCES OF PROVINCE IV**  
**THE PROVINCE OF SEWANEE**

**As Adopted**  
**June, 2009**



**ORDINANCE I**

THE NAME OF THE PROVINCE

The name of Province IV shall be "The Province of Sewanee."

**ORDINANCE II**

ACKNOWLEDGMENT OF ACCEDECE AND LIMITATION

Section 1. As a constituent part of The Episcopal Church, "TEC", The Province of Sewanee accedes to the Constitution and Canons thereof as periodically adopted by the General Convention.

Section 2. The Province of Sewanee affirms the limitation on its authority in that the Provincial Synod has no power to regulate or control the internal policy or affairs of any constituent Diocese.

**ORDINANCE III**

THE COMPOSITION OF THE PROVINCE

The Province consists of the Dioceses of Alabama, Atlanta, Central Florida, Central Gulf Coast, East Carolina, Georgia, East Tennessee, Florida, Kentucky, Louisiana, Lexington, Mississippi, North Carolina, South Carolina, Southeast Florida, Southwest Florida, Tennessee, Upper South Carolina, Western North Carolina and West Tennessee.

**ORDINANCE IV**

THE PROVINCIAL SYNOD

Section 1. The Provincial Synod shall consist of the Provincial House of Bishops and the Provincial House of Deputies each of which shall be constituted as hereinafter provided and which shall ordinarily sit and deliberate together; provided, however, that either House may at any time resolve to sit apart from the other.

Section 2. A Regular Meeting of the Provincial Synod shall be held within fifteen (15) months prior to a regular meeting of the General Convention for the purpose of conducting elections and transacting other business which may properly come before it.

A Special Meeting of the Provincial Synod shall be called by the President upon a written

request therefor by one half of the members of the Executive Committee or any five (5) of the constituent Dioceses of the Province for any purpose that shall have been announced in the call.

A Convocational Meeting of the Synod shall be held as may be required or deemed appropriate by the President of the Province with the advice and consent of the Executive Committee for the purpose of worship, study, mission or work of the Church. The membership of a Convocational Meeting shall be at the sole discretion of the constituent Dioceses attending. A Convocational meeting shall have no power to conduct business for or to bind the Province

Section 3. To constitute a quorum for the transaction of business, the Episcopal Order shall be represented by one Bishop in each of a majority of the constituent Dioceses, the Clerical Order shall be represented by at least one clerical deputy in each of a majority of the constituent Dioceses and the Lay Order shall likewise be represented by at least one lay deputy in each of a majority of the constituent Dioceses.

Section 4. On any question, a majority of those Bishops and Deputies present and voting shall suffice unless otherwise required by the Constitution or Canons of the General Convention or by these Ordinances; provided, however, that on any question, two Bishops, five clerical deputies, or five lay deputies may request a vote by Orders, in which event the vote of a majority of the members present in each Order shall be required. In the event that the two Houses shall be deliberating separately, the concurrence of each House as to the same resolution shall be required for enactment.

Section 5. The officers of the Provincial Synod shall be as follows: a President, Vice President, Secretary and Treasurer, each of whom shall be considered to be also holding such office with regard to the Province. The method of election of such officers, their terms and duties shall be as delineated below.

Section 6. There shall be a Nominating Committee of the Provincial Synod which shall be

responsible for ensuring that there are enough qualified and dedicated individuals who have the required resources available to them to fill all of the elective positions as delineated in these Ordinances.

Section 7. In any election conducted in accordance with these Ordinances if, after two ballots, an election shall not have occurred, the Synod may adopt an appropriate Rule of Order to ensure that an election will occur on the following ballot.

Section 8. All committees of the Provincial Synod shall be appointed by the President.

Section 9. Roberts Rules of Order, latest available edition, shall govern all parliamentary procedure; however, the Provincial Synod may adopt such Rules of Order as are appropriate to expedite the orderly transaction of business.

## **ORDINANCE V**

### **THE PROVINCIAL HOUSE OF BISHOPS**

Section 1. The Provincial House of Bishops shall consist of every Bishop Diocesan of this Province, every Bishop Coadjutor, Bishop Suffragan, Assisting Bishop and Assistant Bishop of this Province, and every Bishop whose episcopal work has been within the Province, but who by reason of advanced age or bodily infirmity has resigned.

Section 2. Meetings of the Provincial Synod shall ordinarily be held together with the Provincial House of Deputies, however, upon the majority vote of the Provincial House of Bishops, it shall meet and deliberate separately.

Section 3. A quorum for the transaction of business shall consist of one Bishop from at least a majority of the constituent Dioceses.

Section 4. On any question, a majority of those Bishops present and voting shall suffice unless otherwise required by the Constitution or Canons of the General Convention or by these

Ordinances.

Section 5. The then serving President or Vice President of the Provincial Synod who is a member of the House of Bishops, shall be the President of the Provincial House of Bishops. In the event that it shall sit separately, a Secretary Pro Tempore shall be elected for such meeting.

Section 6. The President of the Provincial House of Bishops shall appoint such committees as shall be appropriate from time to time.

Section 7. The Provincial House of Bishops may adopt such Rules of Order as are appropriate to expedite the orderly transaction of business.

## **ORDINANCE VI**

### **THE PROVINCIAL HOUSE OF DEPUTIES**

Section 1. At any Regular or Special Meeting of the Synod, each Diocese shall be entitled to representation in the Provincial House of Deputies by four (4) Presbyters or Deacons canonically resident in such Diocese and four (4) Lay Persons who are communicants of this Church in good standing. Each Diocese shall determine the manner in which its Deputies shall be chosen.

Section 2. Meetings of the Province Synod shall ordinarily be held together with the Provincial House of Bishops, however, upon a majority vote of the Provincial House of Deputies, it shall meet and deliberate separately.

Section 3. To constitute a quorum for the transaction of business, the clerical order shall be represented by at least one (1) clerical deputy in each of a majority of the constituent Dioceses and the lay order shall likewise be represented by at least one (1) lay deputy in each of a majority of the constituent Dioceses.

Section 4. The serving President or Vice President of the Provincial Synod, who is a member of the Provincial House of Deputies, shall be the President of the Provincial House of Deputies. The Secretary of the Provincial Synod shall serve as Secretary of the Provincial House of Deputies at its separate meetings.

Section 5. On any question, a majority of those Deputies present and voting shall suffice unless otherwise required by the Constitution or Canons of the General Convention or by these

Ordinances; provided, however, that on any question, five clerical deputies or five lay deputies may request a vote by orders, in which event the vote of a majority of the members present in each order shall be required.

Section 6. The President of the Provincial House of Deputies shall appoint such committees as shall be deemed appropriate from time to time.

Section 7. Any lay or clerical member of the Executive Committee who is not a member of the Provincial House of Deputies shall have seat and voice therein.

Section 8. The Provincial House of Deputies may adopt Rules of Order as are appropriate to expedite the orderly transaction of business.

## **ORDINANCE VII**

### **THE OFFICERS OF THE PROVINCIAL SYNOD**

Section 1. Election, privileges of officers, term of office and vacancies:

(a) All officers elected by the Provincial Synod shall be elected by ballot at the stated meeting of the Provincial Synod next prior to the regular meeting of the General Convention.

(b) The Secretary and Treasurer of the Provincial Synod, if not members thereof, shall be entitled to seat and voice on the floor of the Provincial Synod or their Provincial House of Deputies.

(c) The terms of the President and Vice President shall commence at the adjournment of the regular meeting of the General Convention next following their election and shall run until the adjournment of the next following regular meeting of the General Convention or thereafter until their respective successors are chosen and installed. No person may serve as President or Vice President for more than two full consecutive terms.

(d) The terms of office of the Treasurer and Secretary shall commence at the adjournment of the regular meeting of the General Convention next following their election and shall run until the adjournment of the next following regular meeting of the General Convention or thereafter until their respective successors are chosen and installed.

(e) A vacancy in the office of the Secretary or the Treasurer occurring during an adjournment of the Provincial Synod shall be filled by appointment of the President, with the advice and consent of the Executive Committee, for the remainder of any unexpired term until the next meeting of the Provincial Synod at which time a successor shall be elected or appointed

Section 2. The President.

(a) The President shall be one of the Bishops, Presbyters, Deacons or Lay Persons of the Province and shall be elected by the Provincial Synod by a majority of those Bishops and Deputies present and voting.

(b) The President shall be the President of the Executive Committee and, ex officio, a member of the Provincial Synod and of all committees, commissions and departments and shall appoint the Chairs of the Provincial Networks.

(c) The President shall preside at all meetings of the Provincial Synod.

(d) The President shall appoint a Parliamentarian.

Section 3. The Vice President.

(a) The Vice President shall be one of the Bishops, Presbyters, Deacons or Lay Persons of the Province and shall be elected by the Provincial Synod by a majority of those Bishops and Deputies present and voting, and shall be, ex officio a member of the Provincial Synod and of all committees, commissions and departments.

(b) In the event the President elected is a Bishop, the Vice President shall be selected from the membership of the Provincial House of Deputies.

(c) In the event that the President elected is not a Bishop, the Vice President shall be selected from the membership of the Provincial House of Bishops.

(d) In the case of a vacancy in the office of President caused by death, disability or resignation, the Vice President shall serve as President for the duration of the President's term. In this event, the Executive Committee shall appoint an individual to serve as Vice President until the next meeting of the Provincial Synod. The person appointed by the Executive Committee as Successor Vice President shall be of the same Order as the succeeded President. At the next meeting of the Provincial Synod, an individual of the same Order as the appointed Vice President shall be elected to serve the remainder of the unexpired term of the Vice President succeeded.

(e) The Vice President shall perform such tasks as assigned by the President.

Section 4. The Secretary.

(a) The Secretary shall be of the clerical or lay order and shall be elected by a majority of those Bishops and Deputies present and voting and shall have seat and voice at Provincial Synod..

(b) The duties of the Secretary shall be:

(i) To send notices of all meetings of the Provincial Synod and the Executive Committee;

(ii) To record, publish and distribute minutes of the Provincial Synod and the Executive Committee; and

(iii) To perform such other duties as may be required by the Canons of the General Convention, by the Ordinances of the Province, by the Provincial Synod or either House thereof, and by the Executive Committee.

(c) The Secretary may, while retaining responsibility, delegate one or more of the Secretary's duties to others.

(d) The Secretary may, with the approval of the Executive Committee, appoint an Assistant Secretary whose term of office shall be coterminous with that of the appointing Secretary.

Section 5. The Treasurer.

(a) The Treasurer shall be of the clerical or lay order and shall be elected by a majority of those Bishops and Deputies present and voting and shall have seat and voice at Provincial Synod.

(b) It shall be the duty of the Treasurer to receive and disburse all monies collected under the authority of the Provincial Synod or the Executive Committee and to make a complete report of the same at each meeting of the Provincial Synod and of the Executive Committee.

(c) The Executive Committee may issue such procedures and guidelines for the performance of the duties of the Treasurer as it deems proper.

(d) The books of the Treasurer shall be closed on the 31st day of December of each year.

(e) The Treasurer shall give bonds in such sum and manner as the Executive Committee shall provide.

(f) The Treasurer may, while retaining responsibility, delegate one or more of the Treasurer's duties to others..

(g) The Treasurer may, with the approval of the Executive Committee, appoint an Assistant Treasurer whose term of office shall be coterminous with that of the appointing Treasurer.

Section 6. The Chancellor.

(a) The Chancellor shall be appointed by the President with the advice and consent of

the Executive Committee and shall have seat and voice at Provincial Synod.

(b) The Chancellor shall be learned in both the ecclesiastical and secular law and shall serve as the advisor of the President, the Executive Committee, and the Provincial Synod.

(c) The Chancellor may serve as parliamentarian at the meetings of the Provincial Synod.

(d) The Chancellor may, with the approval of the Executive Committee, appoint a Vice Chancellor who shall have the same qualifications as the Chancellor and whose term of office shall be coterminous with that of the appointing Chancellor.

## **ORDINANCE VIII**

### **THE EXECUTIVE COMMITTEE**

Section 1. Subject to the general authority of the Provincial Synod, the Executive Committee shall supervise the continuing work of the Province during such time as the Provincial Synod is adjourned and shall exercise all functions and jurisdiction of the Provincial Synod except as may otherwise be reserved to the Provincial Synod by these Ordinances or by the Canons of the General Convention.

Section 2. The principal function of the Executive Committee shall be the development and coordination of Provincial program. To this end, the Executive Committee shall have the responsibility of organizing both general and specific program conferences throughout the Province.

Section 3. The Executive Committee shall consist of the then serving President, the Vice-president, the Secretary, and the Treasurer, all of whom shall serve until their successors take office, together with the Provincial Representatives to Executive Council, the UTO Chairperson and the ECW Coordinator.

Section 4. Subject to the advice and consent of the Executive Committee, the President

shall have the power to fill any vacancies in the elected membership of the Executive Committee, such appointees to serve until the next meeting of the Provincial Synod at which time successors shall be elected for the balance of any unexpired terms.

Section 5. Meetings of the Executive Committee shall be held upon the call of its President or upon the request of any three (3) members thereof.

Section 6. The Executive Committee may adopt rules of order to provide for the orderly accomplishment of its work.

## **ORDINANCE IX**

### **ADMINISTRATOR**

Section 1. There shall be an Administrator of the Province appointed by the President, with the consent of the Executive Committee, who shall report to and be supervised by the President.

Section 2. The Administrator shall have such duties and responsibilities as are assigned by the President, including but not being limited to:

- (a) Plan for and attend Provincial functions including all meetings of the Synod;
- (b) Assist with the budgeting process of the Province and of Provincial Institutions;
- (c) Oversight of website maintenance and production of Provincial Newsletter;
- (d) Report biannually to the Provincial House of Bishops;
- (e) Plan for and meet with Executive Committee of the Province as requested;
- (f) Assist and enable individuals, organizations and Provincial Networks of the Province.

## **ORDINANCE X**

### **ASSESSMENTS AND APPROPRIATIONS**

Section 1. The fiscal year of the Province shall begin on the 1st day of January and shall end on the 31st day of December of each year.

Section 2. At each Regular Provincial Synod, or Special Provincial Synod called for the purpose, the Treasurer shall present a single, unified budget.

Section 3. The Provincial Synod may issue such procedures and guidelines for the performance of the duties of the Treasurer as it deems proper.

Section 4. Methods for prorating the budget shall be developed by the Treasurer.

Section 5. The method of proration, when completed, shall be submitted to the Provincial Synod for its approval, and when so approved, shall constitute the assessment upon each Diocese. The budget and the assessments for financing it shall be communicated immediately after the adjournment of the Provincial Synod to the several Dioceses for their information and action.

Section 7. It shall be incumbent upon the Dioceses to pay to the Treasurer of the Province their respective assessments.